



CITY OF SEATTLE

Administrative Staff Analyst

SALARY:	\$34.76 - \$40.48 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Temporary - Benefit Eligible
SHIFT:	Day
DEPARTMENT:	Department of Early Learning & Education
BARGAINING UNIT:	Not represented
CLOSING DATE	12/24/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Department of Education and Early Learning (DEEL) and Seattle Parks and Recreation (SPR) share the common goal of ensuring that all Seattle families have access to affordable, high-quality childcare and early learning programming. A growing number of preschool and childcare sites (funded through City investment such as the Families, Education, Preschool, and Promise Plan) are placed at SPR facilities such as community centers and parks. DEEL and SPR collaborate to support high quality programming at these sites. With the growing number of providers, complexity of childcare licensing and program management, it is necessary to expand SPR's capacity to effectively support the program.

The Early Learning Administrative Staff Analyst is a new position, intended to serve as a key liaison between SPR, DEEL, and program providers to support the growing body of work associated with DEEL-funded programs at SPR facilities. This position will officially be hired by DEEL but will report to SPR's Out of School Time Manager, focused on four main areas of work described below.

JOB RESPONSIBILITIES:

Here's more of what you'll be doing:

- Develop and monitor Memorandums of Agreement and leases between DEEL, SPR, and third-party preschool operators.
- Serve as the main point of contact with preschool program directors and community center coordinators and managers regarding state licensing of facilities, space use, conflict resolution, maintenance work orders, and other issues.
- Serve as the main point of contact with preschool program directors for SPR billing, payment management, and budgeting.
- Lead coordination for summer or alternative programming that will use licensed preschool space outside of the Seattle Preschool Program schedule.
- DEEL and SPR are collaborating to place additional preschools in community centers, and in support of these efforts, this position will:
 - Participate in interdepartmental efforts to identify new sites and to determine feasibility and priority with SPR Planning and Development, SPR leadership, and DEEL. Lead licensing efforts alongside preschool partners for new sites.

- Work with DEEL on RFP processes and execution in selecting new site providers.
- Support new providers with facilities processes (e.g. state licensing to ensure continuation of Seattle Preschool Program services in renovated SPR sites).
- Lead efforts to improve tools for reducing the cost barrier for parents seeking child care:
 - Analyze the current status of various forms of subsidy for making preschool and childcare more affordable (scholarships, vouchers, etc.), including an assessment of their funding sources, eligibility requirements, participant demographics, waitlists, and more.
- Support outreach and marketing efforts for the Seattle Preschool Program and Pathway programs:
 - The Seattle Preschool Program is a growing line of business, and DEEL and SPR collaborate to get the word out to potential participants and their families. In support of that work, this position will:
 - Serve as the liaison for DEEL at community outreach events hosted by SPR.
 - Distribution of flyers, information, and application packets.
 - Use of inclusive outreach and community engagement tools to ensure information reaches Seattle's diverse communities.

What You Need:

Your effectiveness in this role will depend on your ability to:

- Handle and prioritize demanding workload while maintaining accuracy and meeting deadlines
- Successfully engage with a variety of stakeholders to reach a common goal
- Work independently as well as be an active, positive, and contributing member of a team
- Take responsibility for the accuracy and timeliness of your work

You will be prepared for this role if you have the following knowledge and skills:

- Strong communication skills, both orally and in writing
- Strong interpersonal skills
- Ability to develop work plans, manage workflow, and meet timelines
- Excellent technical skills in Microsoft Office

You will be most successful in this role if you have experience in any of the below areas:

- Experience with a wide range of agencies, organizations and work styles
- Conducting research and analysis to solve problems with minimum supervision
- Experience or knowledge of early learning education system

QUALIFICATIONS:

In addition to the ability to perform the tasks described above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Bachelor's degree in Business or Public administration or related field and two (2) years of experience in related field

OR

- An associate's degree in related field and four (4) years of progressively responsible experience in the accounting/finance field.

OR

- Five (5) years of progressively responsible experience in related field

ADDITIONAL INFORMATION:

Due to the fiduciary nature of the work, job offers are contingent on review of criminal history as well as verification of information provided by the applicant as part of the application process. In compliance with Seattle's Fair Chance Employment Ordinance, SMC 14.17 applicants will be provided an opportunity to explain or correct background information.

ADDITIONAL INFORMATION:

This temporary position is classified as an Administrative Staff Analyst and is a benefited position expected to last 17 months. DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this out of class assignment. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

To be considered for this temporary position you must submit a complete application. For your application to be considered complete, you must fill out the application in its entirety, answer all supplemental questions, and attach **all the following**: a cover letter and resume. We will be accepting applications at <https://www.governmentjobs.com/careers/seattle/> until 4:00pm Pacific Time on Tuesday, December 24th, 2019. This out of class assignment is open to all current, non-temporary employees of the City of Seattle who possess the experience and skills outlined above. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Ebony Thomas at ebony.thomas@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-02025

<http://www.seattle.gov/jobs>
ADMINISTRATIVE STAFF ANALYST
ET

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Administrative Staff Analyst Supplemental Questionnaire

- * 1. The City of Seattle, including DEEL, plays a vital role in helping to reduce racial disparities and create equitable outcomes for everyone. In your experience, what concepts are important to consider when approaching work that will impact diverse populations and low income communities? What specific experiences have you had that prepare you for such work?
- * 2. Please explain how you prioritize your workload and problem solve when issues arise?

* Required Question

